

Project Progress Report

Project Name: Travel & Expense Management Project (TEMS)

Reporting Period: From: Oct 1, 2005 To: October 31, 2005

Audience: Sadie Hawkins (Sponsor), Dennis Jones / Allen Schmidt (Business Manager), TEMS Steering Committee

Schedule Status: ☒ **GREEN** ☐ **YELLOW** ☐ **RED**

(Green = project is on-time; Yellow = project is 10% behind schedule; Red = project is more than 10% behind schedule or a significant risk has arisen that could cause failure of the project)

Budget Status: ☒ **GREEN** ☐ **YELLOW** ☐ **RED**

(Green = project is on-budget; Yellow = project is 10% over budget; Red = project is more than 10% over budget or a significant risk has arisen that could cause failure of the project)

Risk Status: ☒ **GREEN** ☐ **YELLOW** ☐ **RED**

(Green = no new risks; Yellow = new risks are level 6 or less; Red = new risks are level 9)

Project Phase:

Phase Status

- ☒ Feasibility Study
☐ Implementation Phase
☐ Project Initiation
☐ Project Planning
☐ Project Execution and Control
☐ Project Closure

In Process

Phase Deliverable

Deliverables for this phase are:

- Software Requirements Specification for the Travel & Expense Management System
- Alternatives Analysis
- Cost Benefit Analysis
- Risk Assessment
- Alternatives Recommendation
- Implementation Plan for next Phase
- Approved Project Charter & Project Plan for the Implementation Phase

Achievements

Completed 5 User Group Meetings to review, validate, update, and prioritize requirements.

Drafted Technical Requirements.

Drafted Viable Alternatives Recommendation.

Worked with Roadmap team in the focus groups and on how to determine next steps for the "Could Be" model.

Objectives for the next reporting period

Finish User Group meetings (mid-November) to review, validate, update, and prioritize requirements.

Complete viable alternative analysis (e.g., build, ERP, COTS complete package, COTS service bureau).

Complete technical requirements.

Complete Software Requirements Specification document.

Schedule

The TEMS Project's first phase will be a Feasibility study that will last until February 2006. The Implementation Phase schedule will depend on the selected alternatives.

Budget

Estimate about 3,000 hours effort for the Feasibility Phase - Sept. 2005 through mid-February 2006. (Note: Last month the budget was reported as 4,000 hours. That was a misprint.)

Issues

There is an issue around how to proceed in incorporating the "Could Be" expense management model coming out of the Roadmap. The "Could Be" model may require some changes to policy and statute. Thus, the feasibility study will need to address the following additional questions:

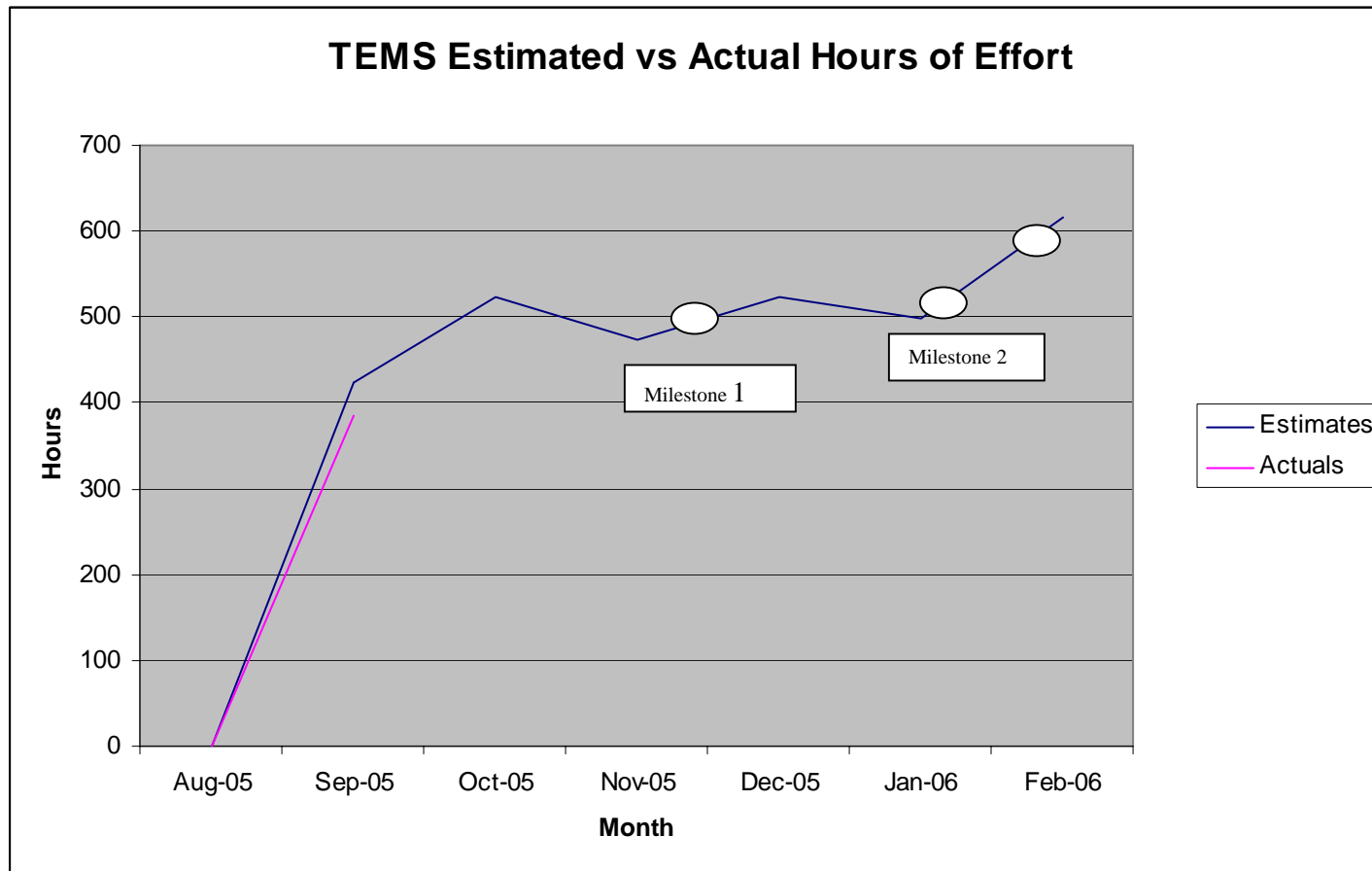
- How should these changes be addressed in the TEMS implementation?
- What impact will these changes have on the recommendation for the TEMS implementation alternative?

How can the TEMS project begin the incremental migration to the "Could Be" business architecture?

Risks

| Newly discovered or re-arisen, including Risk Severity Indicator |
|--|
| No new risks at this time. |

Progress Summary



| Effort | | | | | Cost | | | | Schedule | | | |
|---|-------------------|----------------|----------------------|----------|-------------------|----------------|----------------------|----------|------------------------|--------------------|-------------------|------------------|
| Milestone | Original Estimate | Actual To Date | Estimate to Complete | Variance | Original Estimate | Actual To Date | Estimate to Complete | Variance | Original Start Date | Revised Start Date | Original End Date | Revised End Date |
| Feasibility Study | 3000 | 386 | 424 | (38) | NA | NA | NA | NA | Kickoff: Sept. 8, 2005 | na | Feb. 22, 2006 | NA |
| Milestone 1 (Requirements & Viable Alternatives) | | | | | | | | | Nov. 22, 2005 | | | |
| Milestone 2 (Recommended Alternative) | | | | | | | | | Jan. 16, 2006 | | | |
| Milestone 3 (Start Implementation Phase) | | | | | | | | | Feb. 22, 2006 | | | |